

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: April 13, 2005

PAYROLL LETTER #05-006

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services DivisionRE: **REVISED SALARY GARNISHMENT FORM STD. 639**

This letter provides information regarding the changes to Salary Garnishment Form STD. 639.

The primary change includes a specific location for Federally Guaranteed Student Loans in Item 8F. As such, it will no longer be necessary to use Item 8E per the special instructions provided in Payroll Letter #00-007. The system will automatically withhold 10% unless a specific amount is entered in Item 11D. Likewise, if a maximum amount is entered in Item 11B and this amount is less than 10%, then only the maximum amount will be withheld. Several other changes were made to enhance our document processing efficiency. We believe these changes will reduce the number of telephone calls made as well as the number of documents returned. The changes to the STD. 639 include:

- Item 3: Revised to include first and middle initial along with employee's last name.
- Item 8A: Removed "Employee Has Other Deductions" as this function is automated.
- Item 8E: Removed "Federally Guaranteed Student Loan Higher Education Act" since we no longer use 8E for this garnishment.
- Item 8F: Added "339-008, Federally Guaranteed Student Loans" as this garnishment now has it's own deduction and organization code.
- Item 11: Added specific instructions for the completion of Item 11.
- Item 12: Added specific instructions for the completion of Item 12.
- Item 14: Added this item to verify who completed the form.
- Item 15: Added typed name to verify the Authorized Signature.

Because prior Form STD. 639 versions will require additional handling on our part, we will only accept the most current revised form. Effective July 1, 2005, the revised Form STD. 639 (REV 04/2005) must be used for requesting all salary garnishments.

The new form is available through your Forms Coordinator or via the Internet at the Department of General Services web site at the following link:

<http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm>

Changes to the Payroll Procedures Manual were completed in the March 2005 revision. Revised examples of document completion found in Section Z of the Payroll Procedures Manual will be completed in the near future. If you have any questions pertaining to the completion of the Form STD. 639 please contact the Garnishment Unit at (916) 323-0553.

JRH:OPS